

North Carolina Educator Evaluation System

Activating and Deactivating Personnel

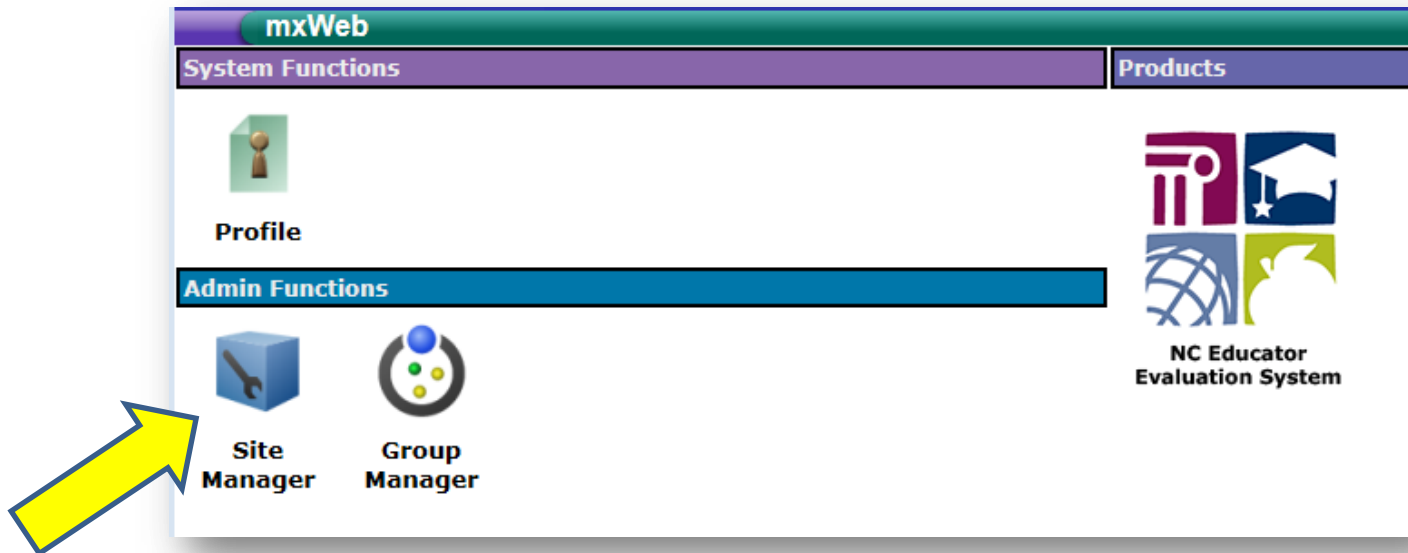
Updated 11/2011

Activating and Deactivating Personnel

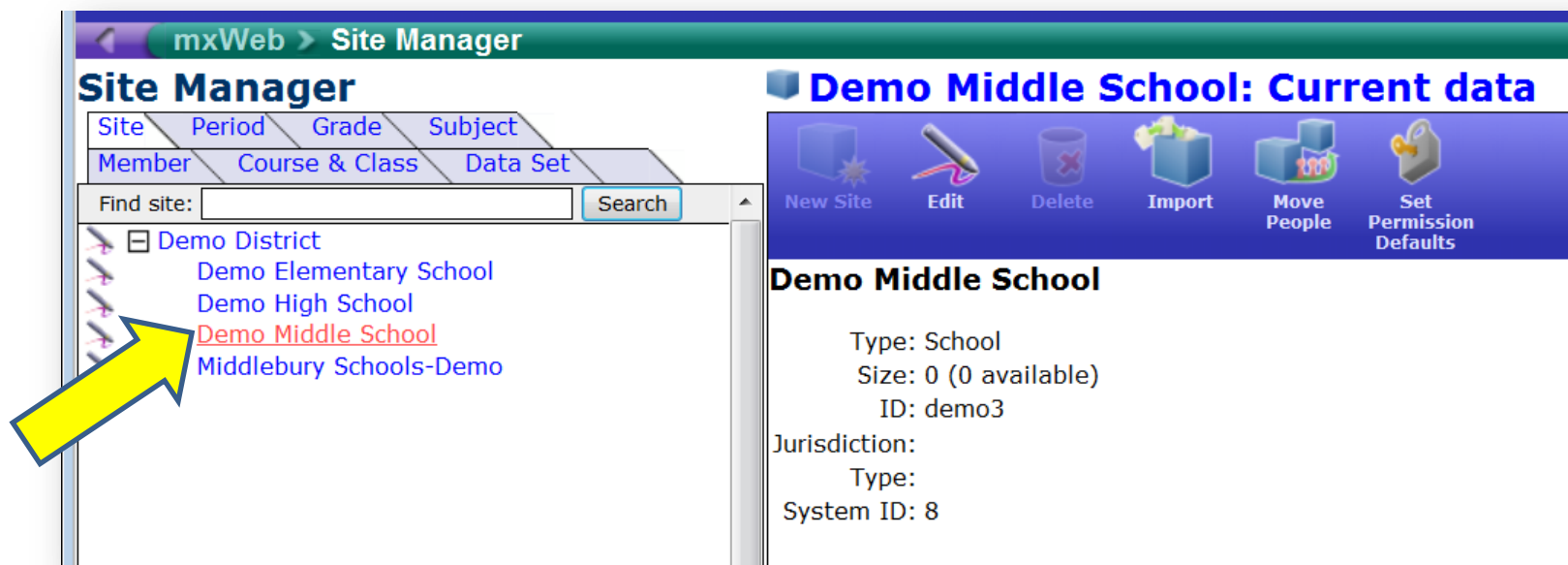
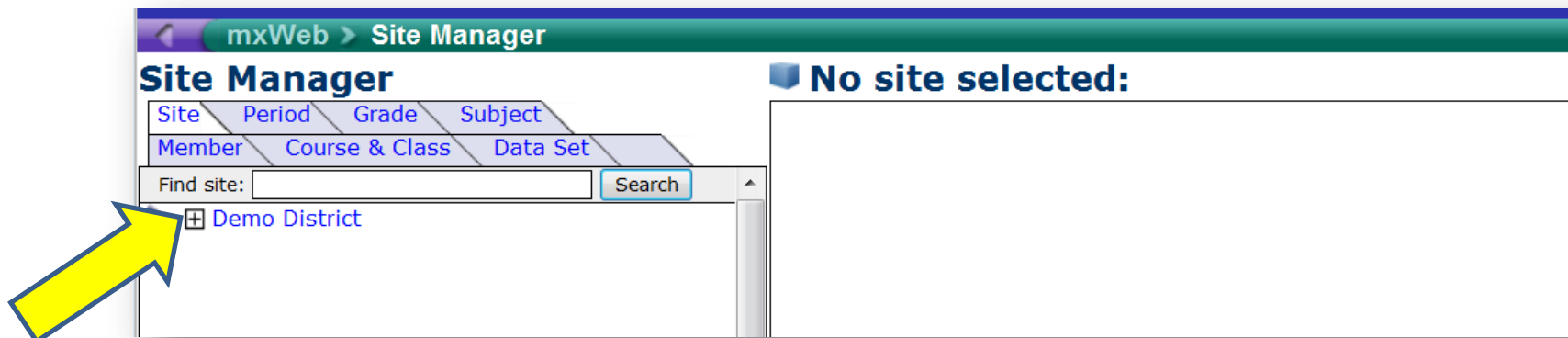
When personnel have left the district and have been removed from your spreadsheet, that employee becomes “deactivated”. Observations and/or any other form created for that employee is no longer viewable. Should personnel leave the district, their records may need to be transferred elsewhere. In order to view, print these records, the forms will need to be temporarily activated.

Only personnel with District Administrator privileges in the system may perform this function.

Click on SITE MANAGER icon.

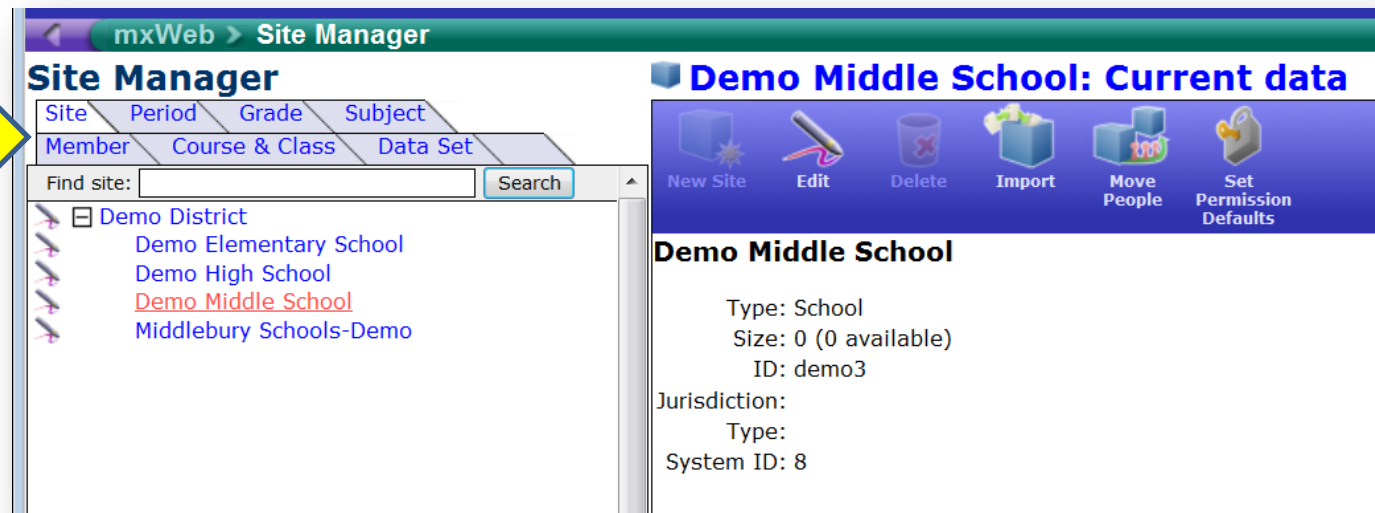


Click on the box to expand your school district to find the name of the school of interest:



Highlight the school name. Notice, details appear in the right-hand pane.

Next, click on MEMBER.



The screenshot shows the mxWeb Site Manager interface. The left pane is titled 'Site Manager' and contains a table with columns: Site, Period, Grade, Subject, Member, Course & Class, and Data Set. A yellow arrow points to the 'MEMBER' tab. Below the table is a 'Find site:' search box and a 'Search' button. The search results list the following sites:

- Demo District
 - Demo Elementary School
 - Demo High School
 - Demo Middle School
 - Middlebury Schools-Demo

The right pane is titled 'Demo Middle School: Current data' and contains a toolbar with icons for New Site, Edit, Delete, Import, Move People, and Set Permission Defaults. Below the toolbar, the details for 'Demo Middle School' are displayed:

Demo Middle School

Type: School
Size: 0 (0 available)
ID: demo3
Jurisdiction:
Type:
System ID: 8

Expand the role of the person you are looking for, in this case Teacher. Click the link VIEW INACTIVE MEMBERS.

The screenshot shows the 'Site Manager' interface for 'Demo Middle School: Current data'. On the left, under the 'Teacher' role, there is a list of names: Allman, Chad; Anton, Donald; Ault, Eric; Banuelos, Joshua; Billy, Joanna; Bonney, Michele; and Brandenburg, Glenda. Each name is preceded by a red arrow icon. A yellow arrow points to the 'View inactive members' link, which is highlighted in green. The right pane shows details for 'Demo Middle School', including Type: School, Size: 0 (0 available), ID: demo3, and System ID: 8.

Next, click on the green arrow key to the left of the employee's name you'd need to reactivate. The name will automatically be removed from inactive membership.

The screenshot shows the 'Site Manager' interface for 'Demo Middle School: Current data'. On the left, under the 'Teacher' role, there is a list of names: Allen, Jessica; Lyons, Cherie; and Seebaum, Matt. Each name is preceded by a green arrow icon. A yellow arrow points to the 'View active members' link, which is highlighted in green. The right pane shows details for 'Demo Middle School', including Type: School, Size: 0 (0 available), ID: demo3, and System ID: 8.

By clicking on VIEW ACTIVE MEMBERS, you will see Ms. Allen is again active.

The screenshot displays two side-by-side windows from a software application. The left window, titled "Site Manager", features a hierarchical tree view with expandable sections for "Administrator", "Principal", and "Teacher". Under the "Teacher" section, a list of names is shown, including "Allen, Jessica", "Allman, Chad", "Anton, Donald", "Ault, Eric", "Banuelos, Joshua", "Billy, Joanna", "Bonney, Michele", "Brandenburg, Glenda", "Brodeur, Alan", "Bushman, Jason", "Chafin, Joshua", and "Demo 10, Teacher". A large yellow arrow points to "Allen, Jessica". Above the list are two buttons: "Create member" (with a star icon) and "View inactive members" (with a circular arrow icon). The right window, titled "Demo Middle School: Current data", has a blue header bar with icons for "New Site", "Edit", "Delete", "Import", "Move People", and "Set Permission Defaults". Below the header, the text "Demo Middle School" is followed by details: "Type: School", "Size: 0 (0 available)", "ID: demo3", "Jurisdiction:", "Type:", and "System ID: 8".

Site	Period	Grade	Subject
Member	Course & Class	Data Set	

Create member View inactive members

- Administrator
- Principal
- Teacher
 - Allen, Jessica
 - Allman, Chad
 - Anton, Donald
 - Ault, Eric
 - Banuelos, Joshua
 - Billy, Joanna
 - Bonney, Michele
 - Brandenburg, Glenda
 - Brodeur, Alan
 - Bushman, Jason
 - Chafin, Joshua
 - Demo 10, Teacher

Demo Middle School: Current data

New Site Edit Delete Import Move People Set Permission Defaults

Demo Middle School

Type: School
Size: 0 (0 available)
ID: demo3
Jurisdiction:
Type:
System ID: 8

Using the green toolbar, navigate back to the Observation Manager screen. When it opens, highlight the employee records you'd like to view, being sure to click the appropriate School Year:

Select School			Observer Task		Teacher Task	
Demo Middle School			Observation		School Year 2010-2011	
Select Group				Name	Observer	Teacher
View All Teachers						Status
Select Teachers						
Name	Next OB	# OB				
Allen, Jessica	09-03-2011	5				
Allman, Chad	-	4				
Anton, Donald	-	1				
Ault, Eric	-	1				
Banuelos, Joshua	-	2				
Billy, Joanna	-	4				

	Name	Observer	Teacher	Status
✗	Copy of Observation 1	Demo 2, Principal	can view	In progress
✗	Evaluation 5	Demo10, Principal	can view	In progress
✗	Evaluation 4	Demo10, Principal	can view	In progress
✗	Observation 2	Cameron, Greg	can not view	In progress
✗	Observation 1	Davis, Anthony	can view	In progress

NOTE:

Once you have viewed or printed the appropriate records, **be certain to deactivate the employee once again** using the Site Manager icon process.